






## **CHRIS Exploration Worksheet** click Number for answer

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1. Describe the icon that allows you to save.
2. What function does the traffic light icon serve?
3. Describe the icon that allows you to cancel an action.
4. Under which menu do you find “Manage Personnel Actions”?
5. What are the names of the other two windows available under “Manage Personnel Actions”?
6. Open Process Action Request window. Which menu(s) do you think you would actually use to process personnel actions?
7. Under “Process Action Requests—Use,” which process has the most panels associated with it?
8. How many panels are associated with job data?
9. Go to Process Action Request, Use, HR Requests, Action, Update/Display. When you try to access a record, what three types of information can you use to call up the person’s record.
10. Select “Hire—Action.” Press the “Enter” key. What happens?
11. What is the proposed effective date for the action on your screen?

12. Click . What happens?
13. Click  again. What happens?
14. Enter your name using the PeopleSoft format: Lastname-comma-no space-Firstname space Middleinitial-no punctuation
15. On which panel(s) can you enter information about the person's education?
16. On which panel(s) do you find information about within grade increases?
17. Press "Enter." What happens?
18. Click the diskette icon. What happens?
19. Identify at least two processes available under "Administer Supervisor Request" that are not available under the "Process Action Request" processes.
20. What three processes can supervisors take related to awards?
21. How many processes are available under the Use menu in "Manage Positions"?
22. How many panels are in the "Position Data" group?
23. Find the "Retirement" process. Select it then select Action, Update/Display.
24. Type Flan (or Beet) into the name blank in the dialog box. Press "Enter." What happens? Select the first name on the list by double clicking



25. Insert a row. What happens?
26. Click  until you get to the Forwarding Address panel. How can you tell you have arrived there?
27. Click on the pull down arrow in the country field. What happens?
28. Click on the country field again and press Ctrl + F4. What happens?
29. Type a capital E in the blank for Description. Press OK What happens? Select Ecuador.
30. Press the cancel icon. What happens? Press Exit under the start menu what happens?
31. Count the number of PeopleSoft icons appearing on your desktop. Close them all.




## CHRIS Exploration Worksheet Key

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| 1. Describe the icon that allows you to save.   | 1. diskette  |
| 2. What function does the traffic light icon serve?   | 2. run (will use this to generate an OF8)  |
| 3. Describe the icon that allows you to cancel an action.   | 3. X Remind them that this does not save actions. Use when you want to escape/cancel |
| 4. Under which menu do you find "Manage Personnel Actions"?   | 4. Start   |
| 5. What are the names of the other two windows available under "Manage Personnel Actions"?  | 5. Administer Supervisor Requests and Process Action Requests                        |
| 6. Open Process Action Request window. Which menu(s) do you think you would actually use to process personnel actions?  | 6. Use and Process   |
| 7. Under "Process Action Requests—Use," which process has the most panels associated with it?   | 7. Applicant Hire  |
| 8. How many panels are associated with job data?  | 8. 4   |
| 9. Go to Process Action Request, Use, HR Requests, Action, Update/Display. When you try to access a record, what three types of information can you use to call up the person's record. | 9. SSN, EmplId, Name   |
| 10. Select "Hire—Action." Press the "Enter" key. What happens?  | 10. Brings up panel, automatically assigns EmplId                                    |
| 11. What is the proposed effective date for the action on your screen?  | 11. Today's date   |

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| 12. Click  . What happens?  | 12. Moves to next panel—remind them to use this vs. single panel arrow icon.   |
| 13. Click  again. What happens?   | 13. Highlights required field in red   |
| 14. Enter your name using the PeopleSoft format: Lastname-comma-no space-Firstname space Middleinitial-no punctuation                                    | 14.  |
| 15. On which panel(s) can you enter information about the person's education?  | 15. Personal Data 2, Education   |
| 16. On which panel(s) do you find information about within grade increases?  | 16. Job Data 4, Employment Data 2  |
| 17. Press "Enter." What happens?   | 17. Tries to save. Highlights missing required fields. Remind them not to press enter until the are completely finished with a panel group. Better yet, use tab to get around the panels and the diskette icon to save.. |
| 18. Click the diskette icon. What happens?   | 18. Same as above  |
| 19. Identify at least two processes available under "Administer Supervisor Request" that are not available under the "Process Action Request" processes. | 19. See list. Emphasize that we will only use this window for awards.  |
| 20. What three processes can supervisors take related to awards?   | 20. Initiate, authorize, approve   |
| 21. How many processes are available under the Use menu in "Manage Positions"?   | 21. 2 Will only use Position Data, however.  |
| 22. How many panels are in the "Position Data" group?  | 22. 6  |
| 23. Find the "Retirement" process. Select it then select Action, Update/Display.   | 23. Administer Supervisor Requests—Use   |

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| 24. Type Flan (or Beet) into the name blank in the dialog box. Press "Enter." What happens? Select the first name on the list by double clicking                                    | 24. A valid value box with a list of employees' names beginning with Flan or Beet appears   |
| 25. Insert a row. What happens?   | 25. New record is inserted, with today's effective date.  |
| 26. Click  until you get to the Forwarding Address panel. How can you tell you have arrived there? | 26. See name in status bar at bottom of screen.   |
| 27. Click on the pull down arrow in the country field. What happens?  | 27. A valid value box appears.  |
| 28. Click on the country field again and press Ctrl + F4. What happens?   | 28. A dialog box appears to help you conduct an alternative search. (narrows search lists)  |
| 29. Type a capital E in the blank for Description. Press OK What happens? Select Ecuador.   | 29. A valid value box appears listing all countries beginning with E. (Explain that this should work in all searches but doesn't due to a bug.)   |
| 30. Press the cancel icon. What happens? Press Exit under the start menu what happens?  | 30. Closes without saving; returns to desktop.  |
| 31. Count the number of PeopleSoft icons appearing on your desktop. Close them all.   | 31. Warning. These eat up a lot of memory. In Windows 95 they appear as bars at the bottom of the screen. Toggle between them to conserve memory. |